



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Proposers

January 17, 2014

You are invited to review and respond to this Request for Proposal (RFP) Secondary, entitled "DRR13062, Certified Collection Center Services". In submitting your proposal, you must comply with the instructions herein.

Note that all Contracts entered into with the State of California will incorporate by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses which are referenced in Section II of this package. If you do not have internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Department of Resources Recycling and Recovery (CalRecycle) this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Wendy Roberson
contracts@calrecycle.ca.gov
Phone: 916.341.6120
Fax: 916.319.7345

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Wendy Roberson
Contract Administrator

Table of Contents

| | | |
|-------------|--|---|
| Section 1 | Overview..... | 1 |
| | General Information..... | 1 |
| | CalRecycle Contact Information..... | 1 |
| | Service Needed | 1 |
| | Contract Budget | 1 |
| | Payment Withhold | 1 |
| | Liquidated Damages | 1 |
| | Contract Term | 1 |
| | Process Type | 1 |
| | Process Schedule..... | 1 |
| Section II | Rules and Conditions | 2 |
| | Introduction..... | 2 |
| | Commitment | 2 |
| | Antitrust Claims | 2 |
| | Contractor's Cost | 2 |
| | Information | 2 |
| | Written Questions | 3 |
| | Addenda | 3 |
| | Modification of Submittals | 3 |
| | Errors in Submittals | 3 |
| | Unreliable List | 3 |
| | Negotiating State Contracts | 3 |
| | Electronic Waste Recycling..... | 3 |
| | Use Tax | 3 |
| | Small Business (SB) Preference | 3 |
| | Disabled Veterans Business Enterprise (DVBE) Incentive | 4 |
| | Subcontractors..... | 4 |
| Section III | Proposal Submittal Requirements..... | 6 |
| | Introduction..... | 6 |
| | Deadline | 6 |
| | Addressing | 6 |
| | Number of Copies | 6 |
| | Document Printing..... | 6 |
| | Cover Letter | 6 |
| | Table of Contents..... | 6 |
| | Summary | 7 |
| | Methodology | 7 |
| | Organization..... | 7 |
| | Qualifications and Resources..... | 7 |
| | References | 7 |
| | Samples of Written Work | 7 |
| | Contractor Eligibility | 7 |
| | Qualification/Licenses | 8 |

| | |
|---|-----------|
| Small Business (SB) Participation | 8 |
| Disabled Veteran Business Enterprise Participation (DVBE) | 8 |
| Target Area Contract Preference Act (TACPA) | 8 |
| Maximum Combined Preferences and Rules for Award | 8 |
| Section IV Cost Proposal Submittal | 9 |
| Evaluation | 9 |
| Cost Breakdown | 9 |
| Travel and Per Diem | 9 |
| Section V Evaluation and Selection | 11 |
| Introduction | 11 |
| Selection Process | 11 |
| Cost Points | 11 |
| Grounds for Rejection | 11 |
| Award of Contract | 11 |
| Notice of Intent to Award | 12 |
| Rejection of Award | 12 |
| Protest of Award | 12 |
| Section VI Description of Work | 13 |
| Control of Work | 17 |
| Section VII Definition and Terms | 18 |
| Attachments | 20 |
| Cost Proposal Sheet | 21 |
| Proposal Scoring Sheet | 23 |
| Small Business/Micro Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary | 24 |
| Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification | 25 |
| Darfur Contracting Act | 26 |
| Contractor Status Form | 27 |
| Client References | 28 |
| Recycled-Content Certification | 29 |
| Proposal Completion Checklist | 31 |

Section 1 Overview

General Information

CalRecycle promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

CalRecycle Contact Information

Department of Resources Recycling and Recovery

Physical Address: 1001 I Street,
Sacramento, CA 95814
CalRecycle Contracts Unit, MS-19A
Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A

Phone: (916) 341-6120

FAX: (916) 319-7345

EMAIL: contracts@calrecycle.ca.gov

Any documents delivered in person must be received in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

Service Needed

Certified Collection Center Services

Contract Budget

Subject to availability of funds and approval by CalRecycle, there is a current maximum budget of \$500,000. CalRecycle reserves the right to amend the budget for this Contract as needs arise.

Payment Withhold

The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task. The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of CalRecycle.

Liquidated Damages

The selected contractor, to receive award of this Contract, will be subject to liquidated damages if required deliverables (i.e., reports) are not submitted by the due date(s) outlined in the Scope of Work. See Section II, Commitment, *Special Terms and Conditions* for additional information.

Contract Term

The term of this Contract will span approximately 24 months and is expected to begin in April 2014. CalRecycle reserves the right to amend the term of this Contract as needs arise.

Process Type

Request for Proposal (RFP) (Secondary Method).

Process Schedule

This process will be conducted according to the following tentative schedule where all times are Pacific Time

| | |
|----------------------------------|---------|
| Advertisement Date | 1/17/14 |
| Written Questions Due by 5:00 pm | 1/31/14 |
| Submittals Due by 2:00 pm | 2/14/14 |
| Post Notice of Intent to Award | 2/26/14 |

Section II Rules and Conditions

Introduction

There are conditions that this RFP, submitting Proposers, proposals and resulting Contracts are subject to and/or required to comply with.

Commitment

Upon submittal of a Proposal, the contractor has committed to comply with the following requirements:

- All items noted in RFP documents
- Special Terms and Conditions available for viewing at www.calrecycle.ca.gov/Contracts/Forms/SpeTermsCond.pdf
- General Terms and Conditions (GTCs) available for viewing at <http://www.dgs.ca.gov/pd/Home/FormsResourcesLibrary.aspx>
- Contractor Certification Clauses (CCCs) available for viewing at <http://www.dgs.ca.gov/pd/Home/FormsResourcesLibrary.aspx>

The above terms, conditions, and/or requirements are not subject to negotiation. Any Proposal that reserves a right to negotiate or expresses any exception to the above terms, conditions, and/or requirements will be disqualified. However, requests to revise any of the above terms, conditions, and/or requirements may be submitted during the formal question and answer period. Any such requests must include the current language, the proposed revised language, and the justification for the proposed revision. Any revisions are at the sole discretion of CalRecycle and will only be made under very limited circumstances in which the revisions apply to all Proposers and benefit or enhance the Contract.

If the Proposer fails to meet any of the requirements or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process. CalRecycle is not committed to awarding a Contract resulting from this RFP.

Antitrust Claims

In submitting a Proposal Package to a public purchasing body, the Proposer offers and agrees that if the Proposal Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the Proposal Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Proposal Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

Contractor's Cost

All costs resulting from the contractor's participation in the RFP process are at the firm's expense. No costs incurred by the contractor participating in the RFP process will be reimbursed by CalRecycle.

Information

All information obtained or produced during the course of the Contract will be made available to CalRecycle.

Any information that qualifies as confidential or a trade secret(s) under the Public Records Act (PRA) or the Public Contract Code (PCC) and is thus exempt from disclosure under those statutes must so be marked by the proposer

prior to submission to CalRecycle. Any claims of confidentiality or trade secret(s) except as to information that qualifies as such under the PRA or PCC may result in disqualification.

CalRecycle will hold information deemed confidential or trade secret(s) by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

The RFP includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the RFP. All questions must be submitted in writing either by mail, fax, or e-mail to CalRecycle Contact as listed in Section I. The questions and answers will be published in an Addendum to the RFP (see below, Addenda).

Addenda

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this RFP.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to CalRecycle prior to the deadline for submission of written questions. CalRecycle will issue addenda to address such issues.

Modification of Submittals

A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:

- Provide a written request
- Identify the requesting individual and their association to the proposer

A Proposal cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a Proposal package may be cause for rejection of that proposal.

CalRecycle may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.

Unreliable List

Any contractor or subcontractor currently on CalRecycle Unreliable list, is ineligible to apply for or participate in this contract.

Negotiating State Contracts

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.

If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.

Electronic Waste Recycling

If the contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the Contract, the contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

Small Business (SB) Preference

Small Business and non-small business may receive preference as set forth below.

For purposes of this RFP, references to "Small Business" include "Microbusiness" unless contrary to law.

Any Proposer competing in this process as a California Certified Small Business, or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm>.

For award based on high score, the incentive is applied by calculating the "earned" score for all proposers: If the highest scored proposal is from a non-certified small business then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.
2. Add the amount calculated above to the score of each of the proposer's eligible for the SB preference. This new amount is the total score.

Application of the preference shall not displace an award to a small business with a non-small business.

A copy of the Proposer's and or/ small business subcontractors' small business certification should be included with the Proposal.

If the Proposer makes a commitment to achieve small business participation, then the Proposer, if awarded this contract, must within 60 days of receiving final payment under this agreement (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved (Govt. Code § 14841). Refer to Attachment D to fulfill this requirement

Disabled Veterans Business Enterprise (DVBE) Incentive

Any Proposer competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive an incentive as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) incentive calculation.
2. Four (4%) participation level = bid will receive two percent (2%) incentive calculation.
3. Three (3%) participation level = bid will receive one percent (1%) incentive calculation.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle will apply the incentive as follows:

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.
2. Add the amount calculated above to the score of each of the proposer's eligible for the DVBE incentive according to the participation levels. This new amount is the total score.

Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Proposer's DVBE certification should be included with the Bid Package.

If awarded, the Proposer who has made a commitment to achieve disabled veteran business enterprise (DVBE) participation, must within 60 days of receiving final payment under this agreement (or within such other time period as may be specified elsewhere in this agreement) certify in a report to the awarding department: (1) the total amount the prime contractor received under the contract; (2) the name and address of the DVBE(s) that participated in the performance of the contract; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the contract have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation (Military & Veterans Code (M&VC) § 999.5(d)). Refer to Attachment D to fulfill this requirement.

Subcontractors

All subcontractors identified in the proposal, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

If awarded the Contract, the contractor **must** use all of the SB and DVBE firms identified on the Small Business/DVBE Participation Summary.

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their proposal, per Military and Veterans Code 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the proposal and approved DVBE substitutions will be documented by contract amendment.

Failure of contractor to seek substitution and adhere to the DVBE participation level identified in the proposal may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC § 999.9; Public Contract Code (PCC) § 10115.10, or PCC § 4110 (applies to public works only).

CalRecycle reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

Section III Proposal Submittal Requirements

Introduction

Failure to follow the instructions contained in this document may be grounds for rejection of a Proposal.

CalRecycle may reject any Proposal if it is conditional, incomplete or contains irregularities.

CalRecycle may waive an immaterial deviation in a Proposal, if deemed in the best interest of CalRecycle.

Deadline

The proposal package must be received by CalRecycle, at the address listed in Section I, Overview by 2:00 p.m. on February 14, 2014.

Proposals received after the deadline, will be considered late and returned to the Proposer unopened.

Addressing

The proposal package must clearly state that it is in response to this RFP and note the RFP number listed with the direction of "Mailroom – do not open."

Number of Copies

The Proposer is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original"
- 3 bound, hard copies marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. Entire proposal, including any attachments, must be saved as a single document.

It is the submitting Proposer's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by CalRecycle.

Document Printing

All documents must be submitted double-sided on paper with a minimum of 100% post-consumer recycled content fiber.

Cover Letter

The cover letter shall be signed by an individual who is authorized to bind the Proposer and shall indicate that person's title or position. The cover letter must be on the Proposer's company letterhead and contain the following information:

- a. Name and address of the Proposer submitting qualifications;
- b. Proposer's Headquarters for purposes of this Contract, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- d. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Contract on behalf of the Proposer;
- e. Statement that personnel who will provide services under the Contract will have the required certifications and that the Proposer will have qualified personnel available to meet the service needs; and
- f. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the proposal package.
- g. Statement stating that the contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286; and
- h. List of contractor's and any subcontractor(s') business names, identification of certified SB status, if applicable, and corresponding OSDS Reference number(s) issued to the certified SB by the DGS.

Table of Contents

The information must be organized as presented with corresponding page references.

Summary

The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.

Methodology

The proposal must include a Work Plan describing the methods to be employed to accomplish the project objectives. The methodology must be described in sufficient detail to allow CalRecycle staff to evaluate the methods and must address all tasks and items in the Scope of Work.

Proposals must describe how the objectives will be met and the methods the contractor will use. The description must include not only what work will be performed, but how it will be performed.

The tasks described in the Scope of Work outline a general approach for meeting the requirements; however, alternative approaches for some or all of the tasks may be proposed if they meet or exceed the requirements in meeting the project objectives.

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
- History
- Location
- Any known conflicts of interest

Qualifications and Resources

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.

The contractor must be able to create training and support materials for local government and CalRecycle staff. The contractor should have training experience. The contractor must be able to attend all meeting and training sessions during the contract term. The contractor should have prior training experience and be knowledgeable in the recruitment of business into the CCC program. The contractor should be knowledgeable of the California Oil Recycling Enhancement Act (AB 2076 (Sher) Stats. Of 1991, Ch 817 and Senate Bill 546 (Lowenthal, Stats of 1009, Ch 353).

Each proposal must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The proposals must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge
- Educational Background
- Appropriate licensing

References

The Proposer's team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

CalRecycle reserves the right to seek references in addition to the client references provided by the Proposer, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

Samples of Written Work

The Proposer's team must include a copy of a verifiable written work that is similar in nature to the proposed project and deliverables.

Contractor Eligibility

The Proposer must include a written declaration, stating that the contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

Qualification/Licenses

The contractor shall be an individual or firm qualified to do business in California. Required documentation includes the following as applicable:

- A copy of the Proposer's registration with the Secretary of State.
- Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Proposers must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract.

Small Business (SB) Participation

CalRecycle expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California OSDS Certified SB that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any sub-contractors, which includes:

- If the Proposer is a Certified OSDS SB, as defined in Section V Definitions and Terms, the Participation Summary, Attachment C, must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary, Attachment C, must be completed and submitted with the proposal.

Disabled Veteran Business Enterprise Participation (DVBE)

CalRecycle expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, which includes:

- If the Proposer is a Certified OSDS DVBE, as defined in Section V, Definitions and Terms, the Participation Summary, Attachment C, must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary, Attachment C, must be completed and submitted with the proposal.

Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for TACPA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Proposer is qualified for this preference, the TACPA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Maximum Combined Preferences and Rules for Award

In combination with any other preferences (TACPA, SB, or DVBE participation) the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB and a firm that is SB and DVBE, the award shall be made to the firm that is SB and DVBE.

Section IV Cost Proposal Submittal

Evaluation

The contractor's cost proposal submittal will be evaluated based on whether the cost breakdown is sufficiently detailed to determine if the proposed expenses are reasonable.

Cost Breakdown

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet. The winner proposer's invoices must be itemized as shown in the submitted cost sheet.

The subcontractor commitments must be identified, by task and dollar amount, and included in the task by task cost proposal submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

If fringe benefits and/or overhead are not specifically itemized in the Cost Proposal Sheet and if the proposer inserts a \$0, proposer must explain on the Cost Proposal Sheet why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for immediate disqualification.

Failure to include on the Cost Proposal Sheet budgeted costs for all tasks included in the Scope of Work will be grounds for disqualification.

The cost proposal sheet is a self-contained document for purposes of calculating cost points and evaluating whether all information required by the RFP has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the cost proposal sheet. Reference by incorporation to the proposal is not acceptable.

The amount identified on the cost breakdown may not be changed and will remain in effect for the life of the Contract.

Travel and Per Diem

- All travel must be pre-approved by the Contract Manager. Only the least costly travel method (for example, personal car, rental car, or air travel) will be reimbursed. When determining the least costly travel method, the contractor should take into consideration not only direct expenses, but also the time billed. If the contractor is unsure what least costly method may be, he or she shall consult with the Contract Manager. All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq.. At the time of the RFP release, the rates listed below apply. However, they are subject to change and the contractor will be held to the State per diem rates in effect at the time of travel. Per diem (lodging, meals and incidentals) will not be reimbursed for travel within 50 miles of contractor's headquarters. Readable receipts with sufficient detail (date, time and expense description and amount) are required for all expenses. Credit card receipts are generally not sufficient documentations for travel expenses.
- Lodging (receipts required) per day–
 - All Counties/Cities located in California (except as noted below):
 - Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
 - Napa, Riverside, and Sacramento Counties
 - Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
 - Los Angeles, Orange, and Ventura Counties and Edwards Air Force Base, excluding the city of Santa Monica:
 - Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.
 - Alameda, Monterey, San Diego, San Mateo and Santa Clara Counties:
 - Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
 - San Francisco County and the City of Santa Monica:
 - Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.
- Meals (actual expense) (up to \$7 for breakfast, \$11 for lunch and \$23 for dinner) – up to a maximum of \$41 per day
- Incidentals – up to a maximum of \$5 per day.
- Coach airfare, mid-size/economy rental cars, parking and fuel – actual costs verified by bills or receipts. Expenses for rental car insurance, fuel for rental cars purchased from the rental car company, and additional air

travel expenses such as preferred boarding, will not be reimbursed. First Class or Business Class air travel is not allowed. Airport parking must be at the most economical rate. Expenses for one way rental car expense (i.e. charges for returning a rental car to a location other than that from which it was rented) will only be reimbursed if preapproval is given by the Contract Manager prior to the expense being incurred.

- Personal Vehicle Use for travel is reimbursed at \$0.565 per mile; however fuel will not be reimbursed if a personal vehicle is used.

Section V Evaluation and Selection

Introduction

CalRecycle will perform a Pre-Qualification Evaluation process to ensure that the Proposer has included all required documentation in the Proposal submittal.

If a proposal package does not meet all of the requirements set forth in this RFP, it will be considered non-responsive and rejected from further competition.

Those Proposer's submittals that pass this review will be forwarded to the Selection Committee for Evaluation.

Selection Process

The Selection Committee will evaluate and score all proposals, passing the Pre-Qualification Evaluation, utilizing the Scoring Criteria identified in this RFP.

Only those proposals that receive a score of at least the minimum requirement identified on the Scoring Sheet will be ranked.

Cost Points

Cost points account for 30% of the total points available (see Proposal Scoring Sheet). Proposers will be awarded Cost Points as follows:

- 1) Lowest cost proposal is awarded the maximum cost points.
- 2) Other proposals are awarded cost points based on the following calculation:

Other Proposer's Cost Points = (factor*) X maximum cost points

* factor is the Lowest Proposer's cost divided by Other Proposer's cost

EXAMPLE

Lowest Proposer's cost = \$10

Other Proposer's cost = \$12

Maximum cost points = 30 cost points

factor = \$10 ÷ \$12 = .83

Cost Points Calculation for Other Proposer's Cost

.83 X 30 cost points = 25 cost points

Final Cost Points Awarded

Lowest cost proposal receives 30 cost points

Other cost proposal receives 25 cost points

Grounds for Rejection

All proposals may be rejected whenever the determination is made that the proposals received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a proposal may be rejected if:

- It is received after the due date and time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP
- The Proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Proposer has received a substantive negative contract performance from the State
- Any items required by the RFP are not included with the submittal

No proposal may be rejected arbitrarily or without reasonable cause.

Award of Contract

Award of this Contract will be to the highest ranking responsible Proposer meeting all of the RFP requirements.

In the event of a tie, CalRecycle may utilize a tie breaker to determine the winning Proposer. The tie breaker will be determined based on which proposer has the most SB and DVBE participation identified in the bid package. CalRecycle reserves the right to not award a Contract.

Notice of Intent to Award

CalRecycle will post a notice of intent to award this Contract five (5) working days prior to the award being made.

Notice of the intent to award will be posted on CalRecycle's website at www.CalRecycle.ca.gov/contracts and at the headquarters building noted in Section I. It is the Proposer's responsibility to check one of these locations for a copy of the Notice of Intent to Award.

Rejection of Award

If the Proposer fails to enter into a satisfactory Contract within a reasonable timeframe after the award is made, CalRecycle may deem that the Proposer has rejected the award.

CalRecycle reserves the right to disqualify the awardee and award the Contract to the next highest ranked Proposer.

Protest of Award

A Proposer may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the contract, but before the actual award.

Within five (5) **working** days of the initial protest filing, the Proposer must submit a detailed written statement with information that supports that the Proposer would have been awarded the contract and the grounds for that position.

The Contract will not be awarded until a decision has been made on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services
Office of Legal Services
Attn: Protest Coordinator
707 Third Street, 7th floor
Sacramento, CA 95605
Fax (916) 376-5088

CalRecycle
Attn: Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7345
Email contracts@CalRecycle.ca.gov

Section VI Description of Work

The Department of Resources Recycling and Recovery (CalRecycle) Used Oil Recycling Program seeks a qualified contractor to educate and provide training to local jurisdictions on how to effectively manage their used oil Certified Collection Centers (CCC). With the current economy and local governments' limited budgets, many jurisdictions need assistance and training in a variety of areas to ensure California residents are provided with convenient access to recycle their used oil and oil filters. The contractor will develop Used Oil Certified Collection Center (CCC) program training and support materials, conduct presentations and training of staff (CalRecycle and CCC), and train and assist Oil Payment Program (OPP) staff on how to recruit CCC's and perform requirements of the OPP.

The Used Oil Recycling Program was developed in response to the 1991 California Oil Recycling Enhancement Act (CORE Act, AB 2076 [Sher] Stats. of 1991, Ch. 817), and is designed to discourage the illegal disposal of used motor oil. Oil manufacturers pay a fee on every gallon of motor oil sold in California, which in part supports local jurisdictions' efforts to promote the proper collection and disposal of used oil through a per capita based payment program. Senate Bill (SB) 546 (Lowenthal, Stats. of 2009, Ch. 353) amended the CORE Act by increasing the incentive payment made to CCCs and curbside collection operators from \$0.16 to \$0.40 cents a gallon for Do-It-Yourself (DIY) oil collection. It also encouraged the collection of used oil filters at the CCCs by making funding available for used oil filter collection and recycling activities. California residents are provided with convenient access to recycle their used motor oil and oil filters at CCCs located throughout the state. Presently, there are over 3,400 CCCs statewide.

WORK TO BE PERFORMED BY CONTRACTOR

- A. Develop a work plan and budget
- B. Develop CCC program training and support materials
- C. Conduct presentations and training for CCC staff
- D. Train and assist jurisdictional staff
- E. Conduct project evaluation and prepare evaluation report
- F. Prepare progress and final reports

TASKS AND DELIVERABLES FOR CONTRACTOR

Task 1: Develop a Work Plan and Budget

Contractor shall develop a work plan and budget for each task contained in this Scope of Work. The work plan and budget shall be approved by the Contract Manager before any other work begins.

Deliverables: *Work Plan and Budget*

Task 2: Develop training and support materials for the CCC and the jurisdiction the CCC is located in.

a. The training and support material shall include the subject areas below:

- 1) How to conduct required annual CCC site visits
- 2) How to recruit new CCCs for DIY oil and filter collection
- 3) How to recruit existing CCCs to collect and recycle oil filters
- 4) How to work with CCCs advertising requirements
- 5) How to host oil and oil filter collection events
- 6) How and when to file an incentive claim
- 7) How to identify/handle contaminated oil and provide resources to address this problem
- 8) How to prevent illegal dumping of used oil
- 9) Oil spill cleanup procedures
- 10) How to access and use applicable CCC forms and reports on CalRecycle's website, such as:
 - Application Form (CalRecycle Form 29)
 - Site Visit Checklist (CalRecycle Form 664)

- Incentive Claim Form (CalRecycle Form 31)
 - Lubricating Oil Purchase Receipt (CalRecycle Form 326)
 - Sign Request Form (Online)
 - CCC Locator website
 - CCC Status Report
- b. Contractor shall create two online versions of the CCC Operator training and support material for both entity types listed below. All CalRecycle used oil publications are available as reference and can be utilized or updated as part of the training materials developed.
- 1) Managing Local CCC Programs (for local jurisdictions)
 - 2) CCC Operators Guide (for store site management and employees)

Deliverables: *Two versions of CCC training and support materials (one for jurisdictions and one for CCC operators).*

Task 3: Contractor Staff to Conduct Presentations and Training for CalRecycle Staff and Jurisdictions

All presentations and training sessions shall be made in person by contractor staff, using the list of jurisdictions identified by CalRecycle as being in need of assistance.

Task 3a - CalRecycle Staff Training

Contractor shall present information about the new training materials to CalRecycle's Used Oil/Household Hazardous Waste Program staff at CalEPA's headquarters in Sacramento, before the on-site training begins for jurisdictions and CCCs.

Task 3b - Used Oil/Household Hazardous Waste Annual Conference (UO/HHW Conference)

Contractor shall attend and present information about the materials that were created and revised (Task 2), at the UO/HHW Conference(s).

Task 3c - Household Hazardous Waste Information Exchanges (HHWIEs)

Contractor shall present information about the new materials at up to eight HHWIE Meetings (four meetings in Northern California; four meetings in Southern California). Specific meetings shall be determined by CalRecycle staff.

Topics for each meeting are described below in chronological order:

Meeting 1: Recruit jurisdictions to receive training on how to conduct CCC inspections (Task 4)

Meeting 2: Present draft training materials and request feedback on revised documents (Task 2)

Meeting 3: Present revised training materials and documents (Task 2)

Meeting 4: Present results of contract

Deliverables: *Completion of presentations as described above.*

Task 4: Train and Assist Jurisdictional Staff

The CalRecycle Contract Manager will provide a list of jurisdictions (30) identified by CalRecycle that are in need of assistance and training. Contract Manager will determine which jurisdictions require additional CCCs to meet the minimum requirements of OPP by utilizing CalRecycle's

Geographic Information System (GIS) and grants database systems. Jurisdictions will also be recruited at the UO/HHW Conference and HHWIE quarterly meetings.

Contractor shall assist and train identified jurisdictional staff on how to manage their CCC program. The training shall be performed at the jurisdiction's office and at CCCs located within the jurisdiction, using the training material developed in Task 2. All training shall be coordinated with appropriate CalRecycle Program Advisor staff.

***Deliverables:** Identify and train jurisdictions on how to manage their CCC Program. Contractor shall work with the Contract Manager to maintain communication with jurisdictions in need of support.*

Task 5: Conduct Project Evaluation and Prepare Evaluation Report

Contractor shall work with the Contract Manager to develop evaluation questionnaires. The questionnaires shall be provided to:

- Jurisdictions that received CCC training (Tasks 2 and 4)
- Jurisdictions that received new or revised training material (Tasks 2 and 4)
- Stores that were recruited as a new CCC (Tasks 2 and 4)
- New and existing CCC stores/locations that now accept used oil filters (Task 4)

Evaluation Report: Contractor shall provide an evaluation report, as a component of the Progress and Final Reports. The evaluation section must include an assessment of contractor's effectiveness in performing the duties of the contract, including all task revisions (based on the evaluation results). The evaluation report must include a summary of the following:

- *Evaluation questionnaires*
- *Original set of completed questionnaires*
- *Contract successes, failures, and recommendations for program improvements*

***Deliverables:** The Evaluation Report shall be submitted as part of the Progress and Final Reports (Task 6). The evaluation results shall be presented at HHWIEs.*

Task 6: Prepare Progress and Final Reports

Task 6a – Monthly Budget Reports and Payment Requests:

- Contractor shall provide monthly budget reports with invoices for reimbursement. The budget report shall describe the expenditure activities since the last budget report.
- Note: Ten percent (10%) of all payment requests are withheld until the Final Report is submitted and approved.

***Deliverables:** Monthly Budget Reports and Payment Requests*

Task 6b - Progress Reports

Contractor shall provide Progress Reports that summarize all the activities performed since the beginning of the contract or since the last submitted Progress Report. Each Progress Report shall include six months of the contract. An Evaluation Report (Task 5) shall be included as part of the Progress Report. If significant and/or unforeseen complications or issues arise, contractor shall not wait for a scheduled report and shall report the issues to the Contract Manager immediately. All issues should be included in the report with recommended action(s).

***Deliverables:** Progress Reports*

Task 6c – Draft Final Report

Contractor shall submit a draft final report that summarizes all activities and training materials created and/or revised for the entire contract period. The Evaluation Report (Task 5) shall be included. The final report must include an overall assessment of the contract scope with successes, failures, and recommendations on specific areas (if any) where additional attention is needed beyond the term of the contract. The draft final report is due to the Contract Manager six weeks prior to the final report due date. The Contract Manager will coordinate review by CalRecycle staff to consolidate and provide comments to contractor to address. Any requested changes to the draft final report must be completed by contractor and resubmitted to the Contract Manager for final approval. The final report will be deemed complete after all revisions are made and approved by the Contract Manager.

Deliverable: *Draft Final Report*

Task 6d – Final Report

Contractor shall provide a Final Report that summarizes all activities, training materials created and/or revised, and a review of contractor's effectiveness. An Evaluation Report (Task 5) shall be included as part of the Final Report.

Deliverable: *Final Report*

TASKS AND DELIVERABLES TIME FRAME

Refer to each task for a full description of what shall be included in each deliverable. The term of the contract will be from approximately April 15, 2014 with all project deliverables completed by April 14, 2016.

| Task | Deliverable | Due Date |
|------|--|------------------|
| 1 | Work Plan and Budget | June 2, 2014 |
| 2 | Two version of CCC training and support materials | July 1, 2014 |
| 3a | Present information on training materials to CalRecycle Used Oil/Household Hazardous Waste Staff | August, 2014 |
| 3b | Presentation at Used Oil/ Household Hazardous Waste Conference | TBD |
| 3c | Presentation at up to eight (8) HHWIEs | TBD |
| 4 | Train and Assist Jurisdictional Staff | February, 2016 |
| 5 | Evaluation Report Completed | June 2, 2014 |
| 6a | Monthly Budget Reports and Payment Requests | ongoing |
| 6b | Progress Report 1 | August 2014 |
| 6b | Progress Report 2 | January 2015 |
| 6b | Progress Report 3 | August 2015 |
| 6c | Draft Final Report | January 18, 2016 |
| 6d | Final Report | April 14, 2016 |

Control of Work

1. CalRecycle Contract Manager has the authority to determine the quality and acceptability of the following:
 - Work to be performed
 - Rate and progress of the work
 - Fulfillment of the services provided by the contractor
 - Compensation for services provided by the contractor

These decisions will be deemed final and enforceable by CalRecycle Contract Manager when the contractor fails to complete orders required by this Contract.

2. The contractor will designate a Project Manager who holds the following authority:
 - Act as the contractor's Representative for work to be provided under this Contract
 - Act as the contractor's Representative regarding contractual matters relating to this Contract

If during the course of the Contract, it is deemed necessary to replace the Project Manager, CalRecycle Contract Manager approval is required.

Section VII Definition and Terms

General

Unless the context otherwise requires, wherever in this RFP or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

Abbreviations

| | |
|------------|--|
| ADA | Americans with Disabilities Act |
| CAL EPA | California Environmental Protection Agency |
| CALRECYCLE | Department of Resources Recycling and Recovery |
| CCR | California Code of Regulations |
| DVBE | Disabled Veteran Business Enterprise |
| EPA | Environmental Protection Agency (Federal Government) |
| GC | Government Code |
| PCC | Public Contract Code |
| RFP | Request for Proposals |
| SB | Small Business |
| SOW | Scope of Work |
| OSDS | The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS) |

Cal EPA

The California Environmental Protection Agency

CALRECYCLE Staff

Staff of the Department of Resources Recycling and Recovery involved in the implementation of this contract or representatives of Consultant to the Department of Resources Recycling and Recovery as designated in the Work Orders.

Consultant

The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Contract with CalRecycle to provide work pursuant to this RFP or his or their legal representatives

Contract

A legally binding agreement between the state & another entity, public or private, for the provision of goods or services; the written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The agreement shall include the RFP, Proposal, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

Contract Manager

A person designated by the responsible state agency or department to manage performance under a contract.

Contractor

A party contracting with the awarding agency. Vendor is often used synonymously with contractor.

Director

The Director of CalRecycle, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

Disabled Veteran Business Enterprise (DVBE Certified)

A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Legal Holiday

Those days designated as State holidays in the Government Code.

Project Manager

Contractor's representative for all work performed under this Contract. All official correspondence, reports, submittals, billings, and other work done under this Contract shall be reviewed and signed by the Project Manager prior to submittal to CalRecycle.

Scope of Work

The description of work required of a contractor by the awarding agency.

Small Business (Certified)

A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.

State

The State of California.

State Contract Law

The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Contract to the same extent as if set forth herein in full.

Subcontractor

A person or entity which contracts with the contractor to perform all or a portion of the work as specified in the Scope of Work.

Attachments

Cost Proposal Sheet
Certified Collection Center Services
DRR13062

Complete this form and submit the original in accordance with the requirements of this RFP.
Any invoices submitted by contractor will identify line item costs and corresponding task number.

Contractor/Company Name: _____

| Task # | Personnel Services: (Do not include travel or overhead) estimated # of hrs needed for contract services multiplied by the individual or position rates per hr. (Include name/position title and hours) | | | | Fringe Benefits (Identify fringe benefit costs citing actual benefits or as a percentage of personal services costs) | Operating Expenses (operating expenses related to the services provided in this Contract, including rent and supplies, as applicable) | Equipment Costs (Include a description of equipment) | Travel Expenses (Include travel expenses and per diem. Rates are set at the rate specified by DPA for excluded employees) | Overhead (This information must be provided) | Other (any other specific breakdown required to sufficiently explain the budget costs) | Total by Task |
|--------------------|---|-------|-----|-------------|---|--|---|--|---|---|---------------|
| | Name/ Position | \$/Hr | Hrs | Total \$ | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total by Line Item | (Sum of Total \$) | | | | | | | | | | GRAND TOTAL |

Acknowledgement/Authorization

The undersigned acknowledges the submittal of this proposal constitutes an irrevocable offer for a ninety (90) day period for CalRecycle to award a Contract. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Contract.

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CalRecycle documents and will comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by CalRecycle in verification of the recitals comprising this Proposal and also hereby authorizes CalRecycle to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

The undersigned acknowledges that there are no potential conflicts of interest, as defined in Public Contract Code (PCC) 10410, 10411, and Government Code (GC) 87100, by the submitting firm and/or any subcontractors listed in the Proposal.

I declare under penalty of perjury that the foregoing is true and correct.

Name & Title of Authorized
Representative:

Contractor Name:

Address:

Telephone #:

City, State Zip:

Email:

Signature of Authorized Representative:

Date Signed:

If fringe benefits and/or overhead are not specifically itemized in the Cost Proposal Sheet and if the proposer inserts a \$0, the proposer must explain why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for immediate disqualification.

**Proposal Scoring Sheet
Certified Collection Center Services**

DRR13062

To qualify, the Proposer MUST achieve an overall subtotal score of 56 points (80% of subtotal).

Contractor/Company Name: _____

Proposer's
Score

1. Overall Approach and Organization – Maximum Score 20 Points

- a. Format of proposal. (5) _____
- b. Overall approach and understanding of problems, issues and required tasks. (5) _____
- c. Addresses all items in RFP. (5) _____
- d. Overall budget is realistic and cost effective relative to the Work Plan proposed. (5) _____

2. Methodology – Maximum Score 15 Points

- a. Soundness of proposed methodology. (5) _____
- b. Appropriateness of proposed methodology. (5) _____
- c. Feasibility of work plan and schedule. (5) _____

3. Qualifications/Resources – Maximum Score 25 Points

- a. Assigned staff's knowledge and educational background of the particular project involved. (5) _____
- b. Assigned staff's experience and background in similar projects. (15) _____
- c. Assigned staff's ability to conduct the necessary research with proficiency and accuracy without omission. (5) _____

4. Past Work – Maximum Score 10 Points (References will be consulted.)

- a. Similarity between previous projects and the project contained in this RFP. (5) _____
- b. The success (including level of completion) of past projects and any related work record. (5) _____

SUBTOTAL (70 POINTS MAXIMUM) _____

5. Cost Proposal – Maximum Score 30 Points (To be Calculated by Contract Analyst)

TOTAL SCORE _____

Small Business/Micro Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

| MARK ONE FOR EACH FIRM USED | | | NAME OF FIRM | NATURE OF WORK | TOTAL DOLLAR AMOUNT OF WORK (Mark one for each firm used) | | | CERTIFICATION FORM ATTACHED |
|-----------------------------|--------------------|----------|--------------|----------------|--|-------------------|------|-----------------------------------|
| PRIME BIDDER | SUBCON- TRACTOR | SUPPLIER | | | SMALL BUSINESS | MICRO BUSINESS | DVBE | |
| | | | | | \$ | \$ | \$ | |
| | | | | | \$ | \$ | \$ | |
| | | | | | \$ | \$ | \$ | |
| | | | | | \$ | \$ | \$ | |
| | | | | | \$ | \$ | \$ | |
| | | | | | \$ | \$ | \$ | |
| | | | | | \$ | \$ | \$ | |
| | | | | | \$ | \$ | \$ | |

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small Business, Micro Business and DVBE Business identified above.

Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification

As contractor of record for the Department of Resources Recycling and Recovery, Contract number _____, I certify, in accordance with Government Code 14841 and Military and Veteran Code § 999.5, that pursuant to the terms and conditions of the contract, all payments have been made to the SB or DVBE firm(s) listed below for commodities or services rendered as the SB or DVBE subcontractor(s) of record. I understand certification must be made to the Department of Resources Recycling and Recovery within 60 days of receiving final payment under this Agreement. I further understand and acknowledge that falsification of this Certification may result in the imposition of civil or criminal penalties for not less than \$2,500 or more than \$25,000 for each violation.

Please copy this form to include as many SB or DVBE firms as necessary. Authorized signatures and information are required on each separately submitted form. Return to: Department of Resources Recycling and Recovery, Contracts Unit- MS 19-A, Attn: Colleen Rubens, SB/DVBE Advocate, P.O. Box 4025, Sacramento, CA 95812-4025

SB/MB/DVBE SUBCONTRACTOR INFORMATION

| | | | |
|--|----------------|---|-------------|
| Contract Firm Name | | | |
| Name of Firm Representative | | | |
| Title | | | |
| | Phone: | Fax: | |
| Firm Address | Street: | | |
| | City: | State: | Zip: |
| Contract Number | | | |
| Total Amount Received Under this Contract | \$ | Date Final Payment Received: / / | |

SB/DVBE SUBCONTRACTOR INFORMATION

| SB/DVBE Subcontractor | Street Address | City | State | Zip | Amount Paid | Participation Achieved |
|------------------------------|-----------------------|-------------|--------------|------------|--------------------|-------------------------------|
| | | | | | | % |
| | | | | | | % |
| | | | | | | % |
| | | | | | | % |

| | | | |
|---------------------|--|---------------------|--|
| Printed Name | | Signature: | |
| Title: | | Report Date: | |

Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. _____ We do not currently have, or we have not had within the previous
Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____ We currently have, or we have had within the previous three years,
Initials business activities or other operations outside of the United States,
+ certification but we certify below that we are not a scrutinized company
below as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

| | |
|---|--|
| <i>Proposer/Bidder Firm Name (Printed)</i> | <i>Federal ID Number</i> |
| <i>By (Authorized Signature)</i> | |
| <i>Printed Name and Title of Person Signing</i> | |
| <i>Date Executed</i> | <i>Executed in the County and State of</i> |

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

Contractor Status Form

Contractor's Name: _____ County: _____

Address: _____ Phone Number: _____

Federal Employer Identification Number: _____ Fax Number: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS

☐ Individual ☐ Limited Partnership ☐ General Partnership ☐ Corporation ☐ Other

If Individual or sole proprietorship, state the true name of sole proprietor: _____

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

If a Corporation, state place and date of incorporation:

President: _____ **Vice President:** _____

Secretary: _____ **Treasurer:** _____

Other Officer: _____ **Other Officer:** _____

Provide explanation if claiming Other:

SMALL BUSINESS PREFERENCE

Are you claiming preference for small business? ☐ YES – Attach approval letter from Office of Small Business Certification and Resources
☐ NO

Are you claiming preference for DVBE? ☐ YES – Attach approval letter from Office of Small Business Certification and Resources
☐ NO

NOTE: THIS FORM MUST BE COMPLETED OR YOUR PROPOSAL WILL BE REJECTED

Client References

List at least three (3) client references that can attest to the Bidder's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder's response. Duplicate and attach additional pages as necessary.

BIDDER / SUBCONTRACTOR'S NAME:**REFERENCE 1**

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 2

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

If three references cannot be provided, explain why:

STATE OF CALIFORNIA
 Department of Resources Recycling and Recovery
 CALRECYCLE 74C (Revised 1/10 for Contracts)

| | |
|-------------------------------|---------------|
| To be completed by Contractor | |
| Name of Contractor: | |
| Contract #:: | Work Order #: |

Recycled-Content Certification

☐ Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to your CalRecycle contract manager.

This form may be completed by contractor, vendor, bidder, buyer, state-contracting officer, or state purchasing agent. The form must be completed and returned to CalRecycle with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled-content material. Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information.

Contractor's Name _____ Date _____
 Address _____ Phone _____
 Fax _____ E-mail _____ Web site _____

| Product Manufacturer | Product Description / Brand | Purchase Amount (\$) | ¹ Percent Postconsumer Material | ² SABRC Product Category Code | Meets SABRC |
|----------------------|-----------------------------|----------------------|--|--|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3)

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12205.

Print name _____ Signature _____ Company _____ Date _____

(See footnotes on the back of this page.)

1. *Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.*

If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone

2. *Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.*

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit www.CalRecycle.ca.gov/BuyRecycled/.

| Code | Description | Minimum content requirement |
|--------------------------------|---|--|
| Product Categories (11) | | |
| 1 | Paper Products - Recycled | 30 percent postconsumer fiber, by fiber weight |
| 2 | Printing and Writing - Recycled | 30 percent postconsumer fiber, by fiber weight |
| 3 | Compost, Co-compost, and Mulch - Recycled | 80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill |
| 4 | Glass - Recycled | 10 percent postconsumer, by weight |
| 5 | Rerefined Lubricating Oil - Recycled | 70 percent re-refined base oil |
| 6a | Plastic - Recycled | 10 percent postconsumer, by weight |
| 6b | Printer or duplication cartridges | a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code. |
| 7 | Paint - Recycled | 50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted) |
| 8 | Antifreeze - Recycled | 70 percent postconsumer material |
| 9 | Retreated Tires - Recycled | Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400). |
| 10 | Tire- Derived - Recycled | 50 percent postconsumer tires |
| 11 | Metals - Recycled | 10 percent postconsumer, by weight |

Proposal Completion Checklist

Please use this checklist to assist in the preparation of your Proposal package to ensure that all required items are included.

-
- ☐ Cover Letter with contact information and statements as required in the RFP.
 - ☐ Organizational information and Personnel Information (Resumes)
 - ☐ Proposal (detailed Work Plan)
 - ☐ Cost Proposal Sheet (Attachment A)
 - ☐ Samples of Written Work
 - ☐ Client References (Attachment G)
 - ☐ Copy of Required License(s) (Secretary of State
 - ☐ Contractor Status Form (Attachment F)
 - ☐ Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary Form must be submitted even if participation levels are zero (write zero participation on form). (Attachment C)
 - ☐ Darfur Contracting Act Certification (Attachment E)
-

The following number of PROPOSAL packages must be submitted as the contractor's response to this RFP:

- ☐ One (1) unbound reproducible original Proposal package marked "Original"
 - ☐ Three (3) bound copies of the Proposal package marked "Copy".
 - ☐ One (1) Electronic copy of Proposal Package in Adobe Acrobat format with all documents in a single file, including all attachments.
-

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section III, Submittal Requirements:

- ☐ Certification of Enterprise Zone Act Preference
 - ☐ Certification of Target Area Contract Preference Act
 - ☐ Certification of Local Military Base Recovery Area Act Preference
-

The following forms are not required at the time of the proposal submission but will be required by the successful contractor during the contract period:

- ☐ Recycled Content Certification (Attachment H)
 - ☐ Payee Data Record (Standard Form 204 viewable at <http://www.calrecycle.ca.gov/Contracts/Forms/default.htm>)
 - ☐ Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification (Attachment D)
-

Please note that if any of the items are missing from the Proposal package, the package will be considered incomplete and will be disqualified from the process.